

OPTIONAL FORM NO. 10

*[Handwritten Signature]*

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division

DATE: 30 January 1963

FROM : Chief, Building Services Branch

SUBJECT: Monthly Activity Report



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## B. ITEMS OF GENERAL INTEREST

1. The presence of the Red Cross Bloodmobile in the Headquarters Building once a month requires the services of manpower to move tables, chairs, etcetera to the area, and to set up same for the successful operation of this program.
2. A newly designed daily report sheet has been put into effect which gives a complete picture of the daily activity of the Building Services Branch.
3. The use of the EOQ method to arrive at stock levels consistent with necessary requirements is being considered. The levels arrived at will tend to reduce storage space and still be adequate to supply the needs of the customer.
4. As the result of a suggestion, a brake has been fabricated for use on the hand truck in the moving of safes. The brake will eliminate the use of a block and/or the foot. Safety measures are emphasized by use of this device.



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